

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B5400318

PRINT DATE: 01/09/15

PAGE: 01

### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

**VENDOR ID:** 1520591579  
LEAGUE FOR PEOPLE WITH DISABILITIES  
8808 ORCHARD TREE LANE

TOWSON, MD 21286  
(443 ) 279-6900

### REFER QUESTIONS TO:

CHRISTINE VASILIAU  
(410 ) 767-4281  
CHRISTINE.VASILIAU@MARYLAND.GOV

**ITB:** F10R5400002

**EXPR DATE:** 01/07/16  
**POST DATE:** 01/07/15

**DISCOUNT TERMS:** . NET 30 DAY  
**CONTRACT AMOUNT:** 161,548.82

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

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### AGENCY CONTRACT FOR

COLLATING, PACKING, AND MAILING CCU AND EZ-PASS DEBTOR NOTICES

\*\*\*\*\*

AGENCY: DEPARTMENT OF BUDGET MANAGEMENT

AGENCY CONTACT: LINDSEY EINSCHUTZ (410) 767-4821  
LINDSEY.EINSCHUTZ@MARYLAND.GOV

VENDOR: THE LEAGUE FOR PEOPLE WITH DISABILITIES (LEAGUE INDUSTRIES)

VENDOR FEIN: 52-0591579

VENDOR CONTACT: JIM PAPPAS (410) 323-0500 EXT. 403  
JPAPPAS@LEAGUEFORPEOPLE.ORG

CONTRACT TERM: ONE (1) YEAR BEGINNING JANUARY 7, 2015 THROUGH JANUARY 7, 2016 WITH THE OPTION TO RENEW FOR FOUR (4) ADDITIONAL ONE (1) YEAR PERIODS UNDER THE SAME TERMS AND CONDITIONS.

PRICING FOR RENEWALS IS BASED ON THE QUOTE SUBMITTED TO THE STATE OF MARYLAND BY LEIGH SPEARMAN, MARYLAND WORKS, INC. DATED NOVEMBER 20,

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### TERMS (cont'd):

2014. PRICING FOR RENEWAL OPTIONS ARE SUBJECT TO THE PRODUCER'S PRICE INDEX (PPI) INCREASE AT EACH RENEWAL.

NOTE: RENEWAL OPTIONS ARE AT THE UNILATERAL DISCRETION OF THE STATE AND, CONTRACTOR WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT.

THIS IS A REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AGENCY WITH PRINTING, COLLATING, PACKAGING, AND MAILING OF CCU AND EZ PASS DEBTOR NOTICES FOR THE CONTRACT PERIOD SPECIFIED.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AGENCY ON AN "AS REQUIRED" BASIS.

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL REQUIREMENTS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE ESTIMATED QUANTITIES.

THIS CONTRACT IS SUBJECT TO THE SPECIFICATIONS INCLUDED IN THE QUITE BY LEIGH SPEARMAN, DATED NOVEMBER 20, 2014. THIS CONTRACT IS ALSO SUBJECT TO THE STATE OF MARYLAND "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000".

THE SCOPE OF WORK SPECIFIES THAT THE CONTRACTOR SHALL PROVIDE THE PRINTING AND MAILING OF DEBTOR NOTICES ON A WEEKLY BASIS. THE CONTRACTOR IS TO SUPPLY ALL PAPER AND ENVELOPES FOR THIS CONTRACT. POSTAGE COSTS WILL BE SUPPLIED BY THE STATE THROUGH THE CCU POSTAGE ACCOUNT. COMPLETED WEEKLY BATCHES WILL BE PICKED UP AND MAILED BY ANOTHER COMPANY CURRENTLY UNDER CONTRACT WITH DBM FOR THESE SERVICES.

SUCCESSFUL COMPLETION OF THIS CONTRACT REQUIRES THE FOLLOWING PROCESSES FOR EACH WEEK'S BATCH TO INCLUDE:

1. E-MAILING TWO PROOF SAMPLES TO CCU;
2. COMPLETING ALL PRINTING AND MAILING FOR THE ASSOCIATED LIST WITHIN THREE (3) BUSINESS DAYS OF APPROVAL;
3. PRINTING, FOLDING, AND STUFFING INTO DOUBLE-WINDOW #10 ENVELOPES;
4. PROCESSION THE DBM-PROVIDED LISTS THROUGH BOTH THE CASS AND NCOA DATABASE SUBSCRIPTIONS;
5. RETURNING "MAIL RETURN" LIST TO CCU; AND PROVIDING CONFIRMATION DATES OF MAILING;

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TERMS (cont'd):

6. RECREATING THE PRINT JOB AS REQUESTED BY DBM.

PRICES ARE BASED ON THE ESTIMATED TOTALS OF 1,150,000 LETTERS AND 1,250,000 ENVELOPES. THE PRICE PER THOUSAND LETTERS IS \$140.48.

#10 2X WINDOW ENVELOPE W/BLACK PRINT 1,250,000 QTY.  
\$19.319/THOUSAND  
\$24,148.80

LASER PRINT 2-SIDED LETTERS 1,150,000 QTY.  
\$53.065/THOUSAND  
\$61,025.26

FOLD 1 & 2 SHEET LETTERS 1,150,000 QTY.  
\$7.430/THOUSAND  
\$8,544.96

INSERT 1 PIECE & SEAL 1,150,000 QTY.  
\$21.875/THOUSAND  
\$25,156.60

NCOA (EZ-PASS 7K AVG.) 50 QTY.  
\$90.186/EACH  
\$4,540.80

NCOA (CCU) 50 QTY.  
\$103.200/EACH  
\$5,160.00

ASSIGN TEXT, RETURN DATA, ETC. 100/QTY.  
\$325.080/EACH  
\$32,508.00

DP FOR BAR CODE AND MULTIS 1/QTY.  
\$464.400/EACH  
\$464.40

YEAR ONE PRICE PER THOUSAND \$140.48

YEAR ONE TOTAL \$161,548.82

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	91558	EA	161,548.8200

MAILING SERVICES (INCLUDING COLLATING, PACKAGING, AND SORTING)  
CCU DEBTOR NOTIFICATION MAILINGS  
MAILINGS DONE WEEKLY, MARYLAND POSTMARKED  
CASS CERTIFIED, NCOA VERIFICATION, BARCODED FOR INTERNAL USE  
TESTING WILL BE REQUIRED, SAMPLE LETTER WILL BE SENT TO CCU FOR  
APPROVAL PRIOR TO MAILING, ALL PRINTING AND MAILINGS WILL BE DONE IN 3  
BUSINESS DAYS, MAIL MERGE ABILITIES ARE NEEDED BY VENDOR, VENDOR MUST  
BE ABLE TO PRINT, FOLD, INSERT, AND MAIL, MAILINGS ARE DONE BY A BULK  
RATE, CONFIDENTIALITY IS A MUST, NO SUBCONTRACTING, LETTERS ARE  
PRINTED ON 8 1/2 X 11 PAPER-\*\*DETAILED SPECS SUBMITTED TO DGS\*\*

END OF ITEM LIST

\*\*\*\*\* LAST PAGE \*\*\*\*\*

AUTHORIZED BY:

  
BUYER AUTHORIZED DESIGNEE

DATE:

1/9/15